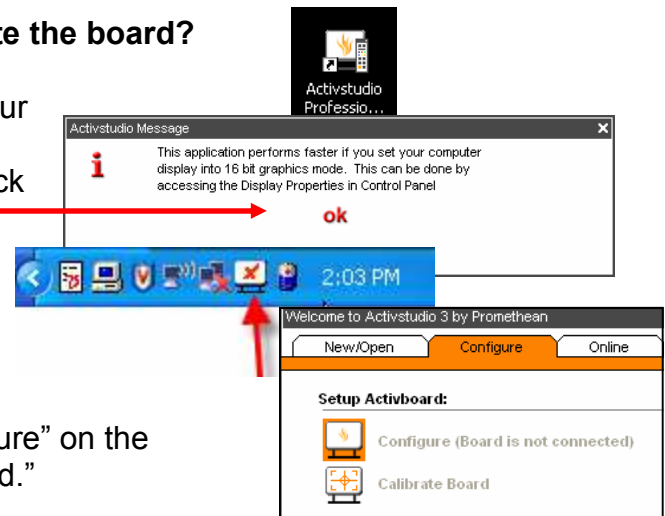




# 20 EASY STEPS TO USING PROMETHEAN!

## 1. How do I open the software and calibrate the board?

- Double click on the Activstudio icon on your desktop to open the software.
- When the following message appears, click "OK."
- To calibrate the board, right-click on the ACTIVControl icon in the system tray.
- Choose "Calibrate" and follow the arrows around the board with the pen.
- You can also calibrate by clicking "Configure" on the Dashboard and selecting, "Calibrate Board."



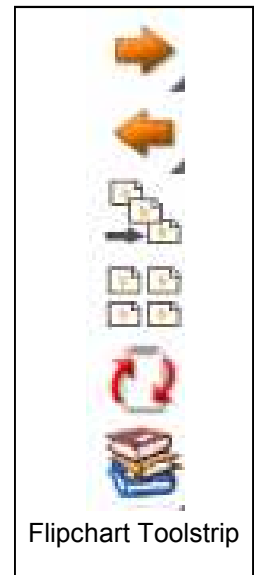
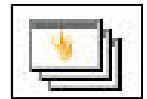
## 2. How do I use the Activpen and right mouse click?

- The Activpen is a wireless, battery-free mouse-pen. You can use it to write like you would with a pen, however it also acts as a wireless mouse.
- The orange button on the Activpen is equivalent to a right-click on a mouse.
- Double click with the pen to activate websites or applications like you would with your mouse.



## 3. How do I add a slide? (Arrow buttons)

- When Activstudio first starts up, it opens a new flipchart page. You will see the toolbox and the dashboard, but will not see the flipchart until you click the "Show Flipcharts" button.
- You can also click on this button once more to make the flipchart view hide.
- When you are on a flipchart page, you will notice a new toolbar to the right or left of your screen called the "Flipchart Toolstrip." The buttons included in this toolstrip allow you to navigate through your flipcharts.
- Use the "Next Page" button to add a new flipchart page.
- Navigate back and forth between your pages by using the "Next Page" and "Previous Page" buttons.



## 4. How do I see all slides as thumbnails? (Page Selector button)

- To see all of your slides as thumbnails, click on the "Page Selector" button.



- You can then click on the specific flipchart page you would like to appear.
- To get rid of the thumbnails, click the "Page Selector" button once more.

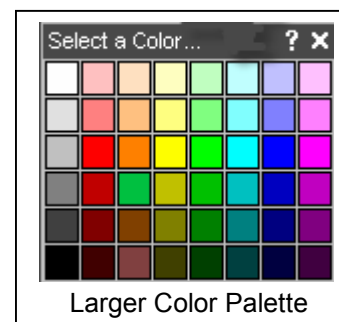
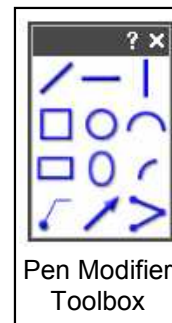
## 5. How do I change the background color? (Color Palette and Fill Tool)

- To change the color of the background on your flipchart, select a color from the “Color Palette.”
- Click on the “Fill Tool.”
- Click on the flipchart page and the color will change.



## 6. How do I write on the board? Change pen color? Change thickness? Pen Tool, Pen Modifier Tool, Color Palette and Pen Width Selector

- Click on the image of the pen.
- Use the pen to write or draw on the Promethean board.
- Right clicking on the pen tool **once** opens the “Pen Modifier Toolbox.” Select an annotation type, and use the Activpen to draw. Right clicking on the toolbox a second time will make the “Pen Modifier Toolbox” disappear.
- To change the pen color, make sure the pen is selected.
- Pick a color from the “Color Palette” to change the color.
- If the color you want isn’t in the color palette, right click on any of the colors and a larger palette will open.
- To change the thickness of the pen, slide the “Pen Width Selector” to the size you desire. (This tool will also change the thickness of the highlighter and the eraser.)



## 7. How do I use the highlighter? (Highlighter Tool)

- Select the “Highlighter Tool.”
- Use the highlighter to draw over text or images.
- You can change the color of the highlighter by selecting a color from the “Color Palette.”
- You can change the width of the highlighter by sliding the “Pen Width Selector.”



## 8. How do I erase what I’ve written? (Eraser Tool)

- Select the “Eraser Tool.”
- “Erase” over any mistakes you have made with the “Pen Tool” or the “Highlighter Tool.”

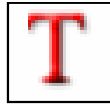


## 9. How do I undo and redo? (Back arrow button = Undo and forward arrow button = Redo)

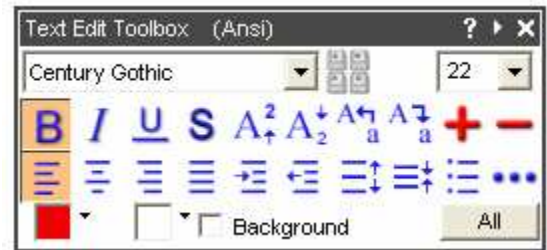
- To undo a mistake or mistakes, click the “Undo” button once or multiple times.
- To redo a mistake or mistakes, click the “Redo” button once or multiple times.



## 10. How do I add text to a slide? (Text Tool)



- Select the “Text Tool.”
- Click on the flipchart page and the “Text Edit Toolbox” will appear.
- Use this toolbox to change the color, size, and font of the text.
- Type with your keyboard and the words will appear on your flipchart page.



## 11. How do I edit text (change font, size, color, rotate, move?)

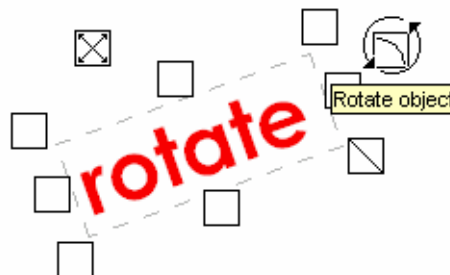
- To edit text once you have it on your flipchart page, double click on the text and the “Object Edit Toolbox” will appear.



- Click on the “Edit Text” button.
- The “Text Edit Toolbox” will appear and you can change the look of your text.



- To rotate the text, select the text with the “Marquee Select Tool.”
- Select your text and click on the “Rotate object” button on the side and rotate your text.

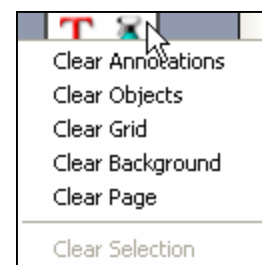


- To move the text, select the text with the “Marquee Select Tool” and move the text to where you would like it to appear.



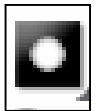
## 12. How do I erase text and objects? (Clear Tool)

- Click on the “Clear Tool.”
- You will then be given options as to what you would like to clear.



### 13. Fun Stuff: Spot lighter and how it works. (Spotlight Tool)

- Put the spot light on important information in your lesson by clicking on the “Spotlight Tool.”
- You can pick between the following spotlight options:
- If you would like to make the spotlight window smaller or larger, touch your pen to the board and drag.
- To turn off the spotlight, click on the “Spotlight Tool” again.



### 14. Fun Stuff: A browser you'll LOVE!



- Click on the “Power tools” button.
- Click on the “Web Browser” button.
- A web browser will appear for you to search or view content.



### 15. How do I import things from the gallery?

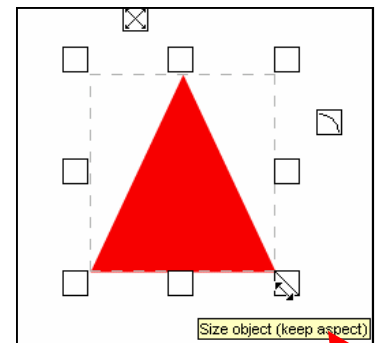


- Click on the “Resource Library” button.
- You can access images, games, flipcharts, backgrounds, etc. by clicking on the category of your choice, selecting an item, and dragging it onto the flipchart page.

### 16. How do I import shapes? Change color? Size?



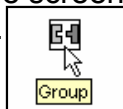
- To add shapes, click on the “Resource Library” button.
- The gallery will open up. Click on the “Shared Shapes” button.
- Select the shape you want and drag it onto the flipchart page.
- To change the color, select a color from the “Color Palette.”
- Click on the “Fill Tool” and then click on the shape.
- To change the size of the shape, select the text with the “Marquee Select Tool.”
- Select the shape.
- Click on any of the four corners, to change the size. Select the lower, right-hand corner to keep the aspect.



### 17. How do I add text to a box? How do I group things together?

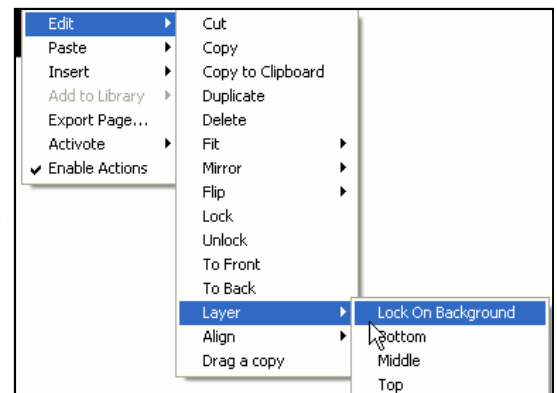


- Add a shape from the Resource library.
- Type your text using the “Type Tool.”
- Drag the text on top of the shape.
- Use the “Marquee Select Tool” and drag a box around both of the objects.
- Once you click off the screen or board, click on the “Group icon” to group the objects together.





### 18. How do I layer one object over another?

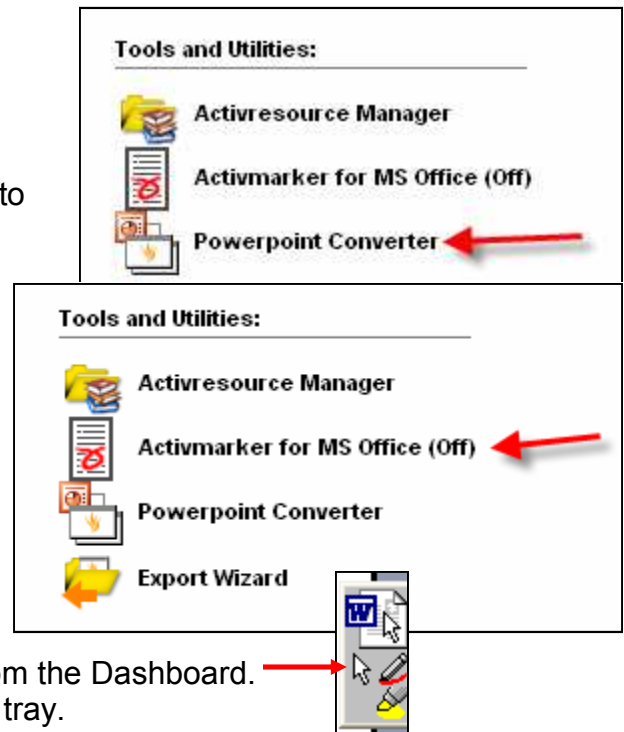
- To layer one object over another, right-click on the object, and select “Edit—Layer.” Select the layer of your choice.



## 19. How does this thing work with my PowerPoint presentations and Microsoft Word worksheets?

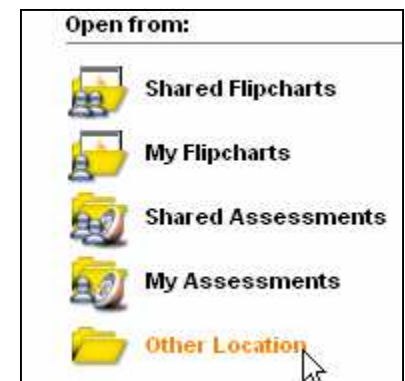
- To convert your PowerPoint presentations into a flipchart, click the "PowerPoint Converter" on the Dashboard.
- Browse to find the PowerPoint presentation you want to convert and click "Next."
- Enter a filename and pick the location of where you would like the flipchart to be saved. Click "Save."
- Click "Start."
- To view the chart, click .

- Activmarker is a program designed to let you annotate over Microsoft Office products such as Word, Excel, and PowerPoint and save these annotations.
- To get started, click on "Activmarker for MS Office" from the Dashboard. 
- The Activmarker icon will appear in the Windows task tray.
- Click on the pen icon to write or the highlight button to highlight text. You can change the color as well.
- As long as the Activmarker is on, on the Dashboard, this application will always start when Word, Excel, or PowerPoint applications are opened. If you do not want this to happen, click on the icon once more on the Dashboard until it says "Activmarker for MS Office (Off)"










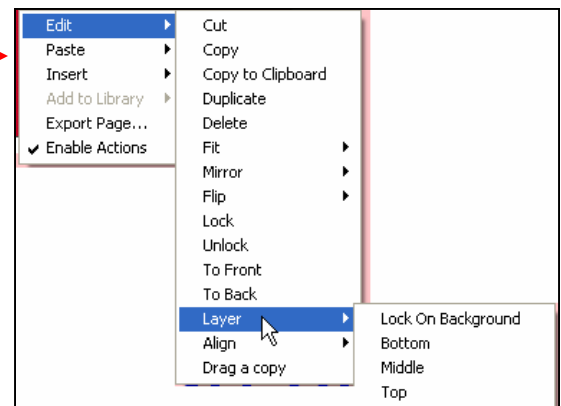
## 20. How do I open a SMART lesson in Promethean?

- Open Activstudio.
- On the Dashboard, click "Other Location" under the "Open from" menu.
- Select the Smart lesson you want to convert.
- Activstudio will convert it over.
- Please note that Flash animations do not transfer over.



## How to make a cool revealer game? (The Revealer Game)

- Place an object on the flipchart page to see through.
- Type or add an object to be seen.
- Object to see through needs to be on top player. 
- Create your revealer. 
- Duplicate your revealer. 
- Fill in one revealer. 
- Erase the fill as close to the edge as possible. 
- Put the second revealer to the front. 
- Draw a wand stick. 
- Group together.



# PROMETHEAN RESOURCES!



- Resources from the Promethean professional development sessions today are located on the **Staff Drive**, in a folder named **Promethean Training 9-19**.
- A free Foundation Skills course is offered through Promethean Learning, <http://www.prometheanlearning.com/us>. You will need to create an account and sign up for the course. You can take the course online for free, anytime and anywhere with an internet connection.

A cartoon illustration of a superhero with a blue suit and a yellow '1' on his chest. He is holding a black object, possibly a book or a tablet, in front of him.

**Level 1 - Foundation Skills course - FREE**  
These courses have been developed to introduce the main features of our Activprimary and Activstudio software. To enroll on one of these courses you first need to create a new account. If you already have an account click [here](#).

- Register for an account on Promethean Planet, <http://www.prometheanplanet.com/> and gain access to thousands of resources to use with your Promethean board.

A realistic illustration of a globe showing the Americas.

**PROMETHEAN PLANET**  
the world's largest interactive whiteboard community